



### School Immunization Survey Instructions

Complete the School Immunization Survey online at:

1. Select the name of your school from the drop-down box. *Please pay special attention to the city to make sure that the correct school is selected.*
2. Choose whether your school is a public or private facility.
3. Enter your name and contact information. All fields are required and the survey cannot be completed until information is entered in each line.
  - a. All information should be specific to the individual completing the survey
  - b. The institution authority is usually the principal or superintendent of the school depending on the district.
4. Select the grades that are offered for the selected school. You will only be required to enter information on grades you have selected.
5. You will now be required to enter immunization data on each grade that was selected on the previous page. Homeschooled students should also be included in this tally. Each field is required in order for the survey to be completed.
  - a. Enter the number of students enrolled for the selected grade.
  - b. Enter the number of students who do not have any record of vaccination or exemption.
  - c. Exemption data by vaccine is now required for all grades.
    - i. Enter the number of students exempt from each individual vaccine. For example if a child is philosophically exempt from both MMR and DTaP vaccine, they should be counted philosophically exempt in both the section for MMR vaccine and DTaP vaccine.
    - ii. *KINDERGARTEN ONLY:* The number of kindergartners exempt from any vaccine will continue to be collected. To answer the question “*How many total kindergartners have an exemption from any required vaccine for the following reasons?*” Students only need to be counted once regardless of how many vaccines they are exempt from. For example, if a child is medically exempt from MMR and Varicella vaccine, he/she should be counted as *one* overall medical exemption for this question. Exemptions by vaccine should be reported as well under each individual vaccine. So the child should also be counted in both the MMR and Chickenpox vaccine sections as medically exempt.
  - d. DTP/DTaP/DT/Td: Five or more doses required for grades K-12 (one dose must have been given on or after the fourth birthday). Three doses of a tetanus-containing vaccine are required for children 7 years of age and older if not previously vaccinated.
  - e. IPV or OPV: four doses required for grades K-12 (one dose must have been given on or after the fourth birthday. If third dose was given after fourth birthday, then a fourth dose is not needed.
  - f. Hepatitis B: Three doses are required for grades K-11. Please submit hepatitis B immunization data for all grades.
  - g. MMR: Two doses required for grades K-12.

- h. Varicella (chickenpox): Two doses are required for K-7. One dose is required for grades 8-11. Please do not include children who have a history of disease as “fully immunized.” These children will be included and counted as up-to-date by the NDDoH. Please submit varicella immunization data for all grades, even though there is not a requirement.
  - i. TD/Tdap: One dose is required for entry into the seventh grade. In other grades this is not a school immunization requirement. If your school collects information about booster dose Td/Tdap, please add the immunization data for grades 7-12.
  - j. Meningococcal: One dose is required for entry into the seventh grade. In other grades this is not a school immunization requirement. If your school collects information about Meningococcal vaccine, please add the immunization data for grades 7-12.
- 6. Once you have completed all information on the page, click on the pink arrow to be taken to the next page. If any fields were left blank, the survey will not advance (if this occurs, fill in any missing fields.) If all fields are complete, you will be taken to the next grade (based on the grades selected on the first page).
  - 7. Once all grades have been completed, you will be asked some final questions. Answer each question and click the pink arrow to advance to the next page.
  - 8. Once you complete the survey, you will be taken to the final page. This page will have a summary of your answers and a link to download a pdf of your responses. Please download this pdf and save or print it for your records. If you have any problems please contact the NDDoH Immunization Program at 800.472.2180.